



## **Kathy Michael**

### **McLean County Clerk**

Phone: (309) 888-5190 Fax (309) 888-5932

115 E. Washington Street, Room 102 PO Box 2400 Bloomington, IL 61702-2400

Website: [www.mcleancountyil.gov/countyclerk](http://www.mcleancountyil.gov/countyclerk)

Email: [kathy.michael@mcleancountyil.gov](mailto:kathy.michael@mcleancountyil.gov)

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## **Deputy Registrar Instructions Instructions for Voter Registration**

Registration is a process whereby a citizen of the State of Illinois becomes a voter. It is a record of voter qualifications and provides information for identifying the voter on Election Day.

As a volunteer deputy registrar for McLean County, you are responsible for all registration supplies in your custody. These materials must be securely kept at all times and may not be transferred to another deputy registrar.

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If any questions arise, please call 309.888.5899

## **Registration and Identification Requirements**

To be eligible to register to vote, a person must meet all of the following requirements:

- Be a citizen of the United States on the day he or she registers.
- Be 18 years old on or before the day of the next General Election. Beginning 1/1/2014 a 17-year old can register and vote at a Primary Election if they will be 18 by the General Election.
- Be a resident of the precinct at least 30 days on or before the date of the next election.
- Present proper identification as explained below.

Two pieces of identification must be presented at the time of registration. Follow the guidelines below to determine if the identification is acceptable.

- Both pieces of identification must contain the applicant's name.
- One piece of identification must contain the current address from which the applicant is registering.
- The two pieces of identification must be from two different sources, i.e. two different credit cards from two different companies; two bills from different utility companies such as a gas bill and an electric bill; a school identification card and a social security card, etc.
- A letter delivered to the applicant through the U.S. postal system from a state, federal, or city agency, a utility company, an employer or school, a credit company, or a civic, union, or professional association may be accepted as one of the pieces of identification.
- Identification cannot be self-generated, as for example, a handwritten or typed wallet identification card.
- Acceptable identification may include, but is not limited to:
  1. Driver's license
  2. Social Security card
  3. Utility bill
  4. Employer or student identification card
  5. Credit card
  6. Civic, union, or professional association membership card
  7. Birth certificate
  8. Public assistance identification card
  9. Library card
  10. Lease

Note: A residence is a permanent abode, a place where a person actually lives. No one may register from a place of business or office, unless the person actually lives there and it is his or her permanent abode.

## **Section 1 – Complete for all registrations**

Check boxes that apply: New Registration, Address Change, or Name Change.

## **Section 2 – Complete for all registrations – see last page sample**

Please use the voter's registration information found on the two forms of ID's they present to you. **PRINT** clearly and press **firmly**. Registration forms which are **completed accurately** will help to ensure a successful registration program and save valuable time on the part of election officials and deputy registrars alike.

Name: Print the applicant's last name, first name, and middle initial. Circle the appropriate suffix, if applicable. Please PRINT clearly.

Legal Residence: Print the house number, street direction (N-north, S-south, E-east, W-west), street name, apartment number, city, and zip code. This must be a complete physical address and not a mailing address. Always be sure to **ask if there is an apartment number**. If they live in an apartment, then that number is required. If they have a different **mailing** address, complete Section 3.

Phone number/email: These are optional, but always ask for them. Please make sure to include the area code for a phone number.

Date of Birth: Indicate the exact month, day, and year of birth. If the applicant refuses to give this information, the registration will not be processed. Use numbers to indicate the month, day, and year.

Place of Birth: Print the state of birth, or country, if the applicant is foreign-born. Do not print U.S.A. or America if the applicant was born in the United States. Proper state abbreviations may be used. Do not print the county. Simply print the state or, if foreign-born, the country of birth.

Sex: Circle "M" for male or "F" for female applicant.

Driver's License Number or Social Security Number: Print the Driver's License or State I.D. number (always ask for this first). If they do not have either ask for the last four digits of their Social Security Number.

## **Section 3 – Complete for all registrations that may receive their mail at a different address**

Please complete this section if the voter receives their mail at a different address (i.e.: P.O. Box) than is listed in Section 2 under "Legal Residence".

## **Section 4 – Complete for persons with prior registration**

Prior Registration: Complete this section only if the applicant has a prior registration address or a former name different from the one they are registering under. When filling out this section it is most important to ask for a county and state of their prior registration.

## **Section 5 – Complete only for persons born outside the U.S.**

An applicant born outside of the United States is required to provide naturalization information. This section is completed only if the applicant was born outside the United States. Persons born in Puerto Rico, Guam, or the Virgin Islands are citizens by birth and do not require additional proof of citizenship.

Citizenship: Indicate with a cross mark (x), whether the applicant was born of U.S. parents or was naturalized.

If Naturalized: Indicate, with a cross mark (x), whether the applicant has his or her own papers or derived citizenship under his or her parent's papers. The sections requesting court, city, state, and date of naturalization must be completed.

Do not refuse to register a naturalized citizen if he or she does not have specific citizenship information available at the time of registration. Complete all other applicable sections of the registration, and identify to us the application with the incomplete citizenship information when you submit the forms to the office of the election authority. Upon completing the registration, give the applicant the "Citizenship Information" slip and instruct them that they must complete this slip and mail to the address indicated on it to complete their registration.

## **Section 6 – Complete only if the applicant is unable to sign name**

If an applicant is unable to sign his or her name, Section 6 must be completed. If the applicant *can* sign his or her name, *do not* complete Section 6.

Obtain the following information from any applicant who is unable to sign his or her name on the registration form: father's first name, mother's first name, height, color of eyes, and distinguishing marks.

Reason for inability to sign name: Indicate, with a cross mark (x), the reason the applicant cannot sign the form.

## **Section 7 – Oath and Signature: Complete for ALL registrations**

Administer the oath which is required by law. This oath is located at the bottom of the registration form in Section 7. Enter the date of the registration and have the applicant

sign his or her name, as it appears in Section 1, in the box provided for signature. If the applicant cannot sign, and Section 6 has been completed as explained above, have the applicant make his/her mark on the line. Sign your name on the line provided for signature of the registration officer. All signatures must be original. Carboned signatures will not be accepted.

When all sections are completed, remove the bottom portion and give to the applicant as a receipt. A registration is not complete, however, until the person has received in the mail a verification card from the County Clerk.

## **Members of Religious Orders**

If the applicant is a member of a religious order, enter the civil last name, omit the applicant's first name, and enter the name acquired in the religious order and any other name adopted. Complete the remainder of the registration as required.

## **Important Reminders**

- Only those persons who are qualified may register to vote. These instructions and forms are for registering *only* residents in the State of Illinois.
- Identification is required and must be shown to the deputy registrar.
- The official registration form **must be completed by the deputy registrar**, not the applicant.
- Applicants may register to vote who will be 18 on or before the day of the next election. Beginning 1/1/2014 a 17-year old can register and vote at a Primary Election if they will be 18 by the General Election.
- The official registration form must be dated and signed on the day it is completed.
- All registrations must be printed and signed (by the deputy registrar) legibly.
- Do not scratch out or attempt to erase on the form. If an error is made, mark the form "VOID" and begin a new form.
- Do not print any information in the margin areas of the registration form.

## **Returning Completed Registrations**

Completed registrations will be accepted in the offices Monday through Friday from 8:00 a.m. to 4:30 p.m. Special return arrangements may be set by the office upon request.

## **Verification of Registration Cards**

The applicant will receive a verification of registration card within one month of the date the registration is returned by the deputy registrar. If the applicant does not receive a card within this time period, the person should call the election office at 309.888.5899.

## Sample Registration Card

*Print Name Here*

*Correctly Check Box that Applies*

*Get Phone Numbers and E-Mail*

*Physical address (no RR or PO Box)*

*Remember Mailing Address*

*Always Ask*

*Remember to Sign*

*Voter's Signature*

*Always Ask for DL# First*

*Date of Birth*

REGISTRAR: PRINT LEGIBLY USE BLACK BALL-POINT PEN GIVE STUB TO VOTER

1 CHECK BOXES THAT APPLY: ☐ New Registration ☐ Address Change ☐ Name Change

2 LAST NAME FIRST NAME MIDDLE INITIAL

LEGAL RESIDENCE: (Do Not Give P.O. Box) No. City or Village Zip

DATE OF BIRTH: (MM/DD/YY) PLACE OF BIRTH: State or Country SEX M F Driver's License Number Social Security Number

3 ADDRESS WHERE YOU GET YOUR MAIL (Do Not Give P.O. Box) P.O. Box City or Village Zip

4 PRIOR REGISTRATION: ADDRESS: COUNTY: FORMER NAME:

5 Citizenship Naturalization: ☐ Own Papers ☐ Parent's Papers

6 If born outside of the United States, complete this section: City State Date

7 STATE OF ILLINOIS, County of McLean I hereby swear (or affirm) that I am a citizen of the United States; that on the date of the next election I shall have resided in the State of Illinois and in the election precinct in which I reside 30 days, and that I intend that this location shall be my residence; that I am fully qualified to vote, and that the above statements are true.

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_ 20\_\_ (Month) (Year)

Signature of Registration Officer

Applicant

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## Completing the Registration Audit Report

A registration audit report, listing all registrations, must be completed by the deputy registrar. Each registration must be listed on the audit report. An election employee will verify each name and address listed from the individual registration and sign the report. Voided or spoiled registrations must also be listed on the audit form. No registration will be completed until the registration is processed and a verification card is received by the applicant. See Audit Report included in this packet.